



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

June 27, 2024

To: Terrence D. McCracken, Secretary to the Authority

From: Lavonya C. Lester, Director of Administration *LCL*
Kim Bowers, Administrative Assistant

Subject: 2024 Capital Budget Transfer
ECWA Project No. 202300046
Purchase of a Confined Space Vehicle - V121

Over the past several months, Dave Iafallo, Coordinator of Employee Relations, has been in the process of revamping the Confined Space Program. The Authority has several thousand confined spaces that employees work in or around daily and it has been an important goal of his to ensure all employees have the proper training and equipment necessary to do their jobs in the safest manner possible. One piece of equipment that we do not have currently is a confined space vehicle.

The Fleet Department is requesting a transfer of funds for the sole purpose of purchasing a confined space vehicle in the amount of \$80,542.40. This vehicle will be an integral part of the improved Confined Space Program.

The confined space vehicle will be utilized mainly by the Line Maintenance, Meter Shop, Control and Production Maintenance departments. This vehicle will be equipped with a rear lift gate that allows for lifting pumps, valves and other equipment effortlessly into the back of the truck or confined space.

Additionally, the vehicle will have a crane mounted on the back which will be used for personal rescue in the case of an employee being hurt in a confined space or to satisfy the safety requirements of operating in a "Permit Required Confined Space". This vehicle will also be equipped with safety harnesses, air monitoring apparatus, fans to ventilate confined spaces, confined space tripods, heavy duty magnets to lift manhole covers, manhole guard rails and several other related tools and equipment. This vehicle will have all the necessary safety lighting required to work on busy roadways and be 4x4 equipped to work off road as well.

The Administration Department is requesting board approval to amend Unit 1090 Capital Budget. We are requesting a new capital line to be added for V121 - Confined Space vehicle.

The transfer of funds would be from the following: Unit 1090, capital lines 101552 and 101553 in the total amount of \$85,000 and added to the new capital line created.

There will be zero expense dollars added to the budget as funds from the noted capital lines were from vehicles that arrived in time to meet the 2023 budget spend.

ERIE COUNTY WATER AUTHORITY
 AUTHORIZATION FORM
 For Approval/Execution of Documents
 (check which apply)

Contract: _____ **Project No.:** 202300046
Project Description: 2024 Capital Budget Amendment – Budget Transfer
Add Capital Line to Unit 1090 –V121

Item Description:


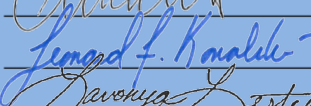



Agreement Professional Service Contract Amendment Change Order
 BCD NYSDOT Agreement Contract Documents Addendum
 Recommendation for Award of Contract Recommendation to Reject Bids
 Request for Proposals
 Other _____

Action Requested:


Board Authorization to Execute Legal Approval
 Board Authorization to Award Execution by the Chairman
 Board Authorization to Advertise for Bids Execution by the Secretary to the Authority
 Board Authorization to Solicit Request for Proposals
 Other _____

Approvals Needed:

APPROVED AS TO CONTENT:

<input type="checkbox"/> Department Head	_____	Date: _____
<input checked="" type="checkbox"/> Chief Operating Officer		Date: <u>07/02/2024</u>
<input checked="" type="checkbox"/> Executive Engineer		Date: <u>7/2/2024</u>
<input checked="" type="checkbox"/> Director of Administration		Date: <u>07/03/2024</u>
<input type="checkbox"/> Risk Manager		Date: <u>7/2/2024</u>
<input checked="" type="checkbox"/> Chief Financial Officer		Date: <u>07/01/2024</u>
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority  Date: 7/8/2024

Remarks: _____

Resolution Date: _____ **Item No:** _____

Budget Transfer Authorization

Budget Transfer No: _____

Date: 6/25/2024

Transfer From:

Unit	Dept	Exp/Capital No.	Description	Amount
1090	107300	101552	V087	\$50,000
1090	107300	101553	V108	\$35,000

Transfer To:

Unit	Dept	Exp/Capital No.	Description	Amount
1090	107300	101760	V121	\$85,000

Statement as to Necessity of Budget Transfer:

Creation of new Confined Space truck.

Required Approvals*:

Unit Head:	<u>Kim M. Bowers</u>	<u>6/28/2024</u>
Dept. Head:	<u><i>Raymond Justice</i></u>	<u>07/02/2024</u>
Business Office Manager:	<u><i>Steven V. Davis</i></u> 6/28/2024	
Executive Engineer:	<u><i>Samuel F. Kovalick</i></u> 7/8/2024	
Comptroller:	<u><i>Jessica R. Brown</i></u> 6/28/2024	
Chief Financial Officer:	<u><i>Oppe John</i></u> 07/01/2024	
Chief Operating Officer:	<u><i>Michael</i></u> 06/28/2024	
Board Resolution Date:	_____	

* See Back of Form for "Outline of Approvals Required for Budget Transfers", Schedule A and "Approvals Required for Creation of New Budget Items", Schedule B

ERIE COUNTY WATER AUTHORITY

Schedule "A"

Outline of Approvals Required for Budget Transfers

<u>If the Budget Transfer is:</u>	<u>Necessary Approvals:</u>							
	<u>Unit Head</u>	<u>Department Head</u>	<u>Budget/Financial Analyst</u>	<u>Executive Engineer</u>	<u>Comptroller</u>	<u>Deputy Director</u>	<u>Executive Director</u>	<u>ECWA Board</u>
Transfer of up to \$75,000 (\$100,000 in Capital) Within the Same Unit	X	X	X					
Transfer of up to \$75,000 (\$100,000 in Capital) Between Units in Same Dept								
Units in Production Department	X	X	X	X				
Units in Distribution Department	X	X	X	X				
Units In Engineering Department	X	X	X	X				
Water Quality Unit	X	X	X	X				
Transfer of up to \$75,000 (\$100,000 in Capital) Between Units in Same Dept:								
Administrative Departments	X	X	X		X			
Transfer of up to \$75,000 (\$100,000 in Capital) Between Depts	X	X	X	X	X	X	X	
Excess of \$75,000 (\$100,000 in Capital)	X	X	X	X	X	X	X	X

Schedule "B"

Approvals Required for Creation of New Budget Items:

<u>If the New Budget Item is:</u>	<u>Necessary Approvals:</u>							
	<u>Unit Head</u>	<u>Department Head</u>	<u>Budget/Financial Analyst</u>	<u>Executive Engineer</u>	<u>Comptroller</u>	<u>Deputy Director</u>	<u>Executive Director</u>	<u>ECWA Board</u>
Under \$10,000	X	X	X	X	X	X	X	
\$10,000 and over	X	X	X	X	X	X	X	X